New Construction Travel & Pay Entitlements

United States Navy
Fleet Introduction Services and Support

APR 2010

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Presentation Overview

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NEW

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Accounting Category Codes (ACC)

Reference: MILPERSMAN 1306-802

ACC 100: "For Duty"

These orders will detach the member from "DUTY CFO" (ACC 106) with the PRECOMMUNIT - PCU or PRECOMDET - PCD and direct the member to report to the vessel For Duty (ACC 100) on board when placed "IN SERVICE."

ACC 106: "For Duty In Connection With Fitting Out – DUTY CFO"

For periods of duty in excess of 180 days at one locale (PRECOMUNIT or PRECOMDET) in connection with Precom (Fitting Out).

ACC 352: "For Temporary Duty In Connection With Fitting Out – TEMDU CFO"

For periods of duty in transit less than 180 days in connection with Fitting Out.

ACC 106 and ACC 352 orders highlights (continued)

- ACC 106-Follow On Orders

Personnel Assigned to Pre-Commissioning Detachments (PCD)

Personnel who are ACC 106 at either PCD San Diego, CA or PCD Norfolk, VA will receive follow-on PCS orders to the construction site and ultimately to USS …., approximately 6 – 9 months prior to Ships' Custody Transfer (SCT). This is authorization to move dependents/ household goods (HHG) to the ship's homeport or designated place.

ACC 106 and ACC 352 orders highlights (continued)

- ACC 352-Follow On Orders

- Personnel may be assigned ACC 352 (Temporary Duty In Connection With Fitting Out) at the respective PCD and/or the Pre-Commissioning Unit (PCU) at the construction site.

- Personnel cannot be assigned ACC 352 in excess of 179 days at any one location.

- ACC 352 Personnel, only upon receipt of ACC 100 orders will members be authorized to move dependents/ household goods (HHG) to the ship's homeport or designated place.

PER DIEM BASICS

Per Diem **– A daily payment for lodging, meals and related incidental expenses.**

References:

- **JFTR, Chapter 4, Part B – Temporary Duty Travel – Per Diem Allowance**
- **JFTR U1045 – Government Quarters Use/ Availability**
- **JFTR U4400 – Government Mess Use/ Availability**
- **JFTR U4105A – Per Diem Payable Under Specific Cases**

PER DIEM BASICS (continued)

Daily Rate Factors

The daily rate of per diem you may be entitled to is base on several factors:

1. **The geographic location of the TDY duty station.**

    a) Each location has a Lodging rate and also an MIE (Meals & Incidental Expense) rate.

    a) The following web site has the maximum per diem rates authorized based on location:

https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html

PER DIEM BASICS (continued)

Daily Rate Factors

c) Your PCS orders will normally contain the following statement in the body of your orders regarding the use of government quarters and messing. This statement is referred to as a "P-Text" and is included in the orders by the detailer.

"- Member Directed: For each intermediate stop(s), if government quarters are available (BEQ)
and the base has a government mess (appropriated fund food service activity/galley)
available to the traveler, use of the government mess and government meal per diem rate is
directed. If government messing is not available or is partially available, obtain an
endorsement to that effect from the host command. JFTR para U4400 and CNO Washington
DC NAVADMIN 223/96 (172134Z SEP 96) and NAVADMIN 223/96 (302056Z SEP 96 apply.
No per diem/lodging reimbursement is authorized if this intermediate stop is in the same
geographic location as ultimate station."

PER DIEM BASICS (continued)

Daily Rate Factors

2. Availability/Non-Availability of Government Quarters & Government Messing at the TDY duty station.

a) If Government Quarters OR Government Messing ISN'T available you must obtain a written or rubber stamp endorsement from the CBQ/BOQ/BEQ at the TDY location.

b) This endorsement will be stamped on your orders or you will be given a written paper Certificate of Non-Availability (CNA).

c) Effective 1 April 2010, Government messing is not available at Pre-Commissioning Unit in Bath, ME. The Commercial Meal Rate (CMR) is authorized & is currently $56/day.

PER DIEM BASICS (continued)

Daily Rate Factors

c) **Certificates of Non-Availability (CNA's) are normally issued for no more than 30 days at a time.**

d) Certificates of Non-Availability (CNA's) are not automatically renewed. You must go back to the CBQ/BOQ/BEQ approximately 5 - 10 days before your CNA expires.

e) The CBQ/BOQ/BEQ will do one of the following:

1. If there is still no room available in the CBQ/BOQ/BEQ, they'll issue another CNA.
2. If there is room available in the CBQ/BOQ/ BEQ, you'll be told that you will have to check-out of the hotel/Navy Lodge the day your CNA expires and move into the CBQ/BOQ/BEQ.

PER DIEM BASICS (continued)

Advance Per Diem Factors

1. **Advance Per Diem is not paid automatically.**

2. **If you want advance per diem, you'll have to request it through PCD Admin or the PCU Personnel Office.**

3. **The following documentation will have to be provided:**
   a) A copy of lodging receipt indicating daily room cost
   b) Certificate of Non Availability (if applicable)
   c) Copy of orders
   d) Banking information for Direct Deposit (account # & RTN #)

PER DIEM BASICS (continued)

Advance Per Diem Factors

4. **Processing time varies from location to location. Ask your personnel services representative about the average processing time in order to determine your needs.**

5. **Advance per diem is normally paid for no more than 30 days. You must file for advance per diem every 30 days if entitled, providing the documentation mentioned earlier.**

PER DIEM BASICS (continued)

Per Diem Must-Know

- DO remember to make copies of all Certificates of Non-Availability's (CNA'S).

- DO remember when you check-out of the CBQ, Navy Lodge or Hotel to checkout at the front desk the DAY you depart and get a copy of your complete itemized lodging receipt covering your entire stay. "ZERO BALANCE RECEIPT"

  Keep this receipt somewhere safe. It will be required when you file your travel claim!

- DO remember that all advances are based on estimates.
- DO remember anytime you're in a leave status, TAD, hospitalized or underway that you're NOT entitled to per diem!

- DO remember to keep copies of all airline itineraries/tickets from the Commercial Travel Office (CTO)/SATO. They are required!!

When in doubt, keep a copy!

PCS Travel Entitlements

References:

- **JFTR Volume 1, Paragraph U3005**
- **JFTR, Volume 1, Chapter 5, Part B**

PCS Travel Entitlements (continued)

- **Travel And Transportation Options**

  Normally on PCS orders you are allowed several travel options en route to the various TDY duty stations and your New Permanent Duty Station specified in your orders.

  These options include the following:

1. **Travel via Privately Owned Vehicle (POV);**
2. **Procure common carrier transportation;**
3. **Be provided transportation in kind.**

PCS Travel Entitlements (continued)

I. Travel via Privately Owned Vehicle (POV)

When you elect to travel via Privately Owned Vehicle (POV) you are entitled to travel time, mileage allowance and a per diem allowance.

a) Travel Time - The number of travel days authorized is determined by the official distance from your current duty station to the next duty station specified in your orders.

On PCS orders, generally one (1) day of travel is authorized for every 350 miles of the official distance ordered. If the excess distance is 51 miles or more, one additional day of travel is allowed.

PCS Travel Entitlements (continued)

Travel via Privately Owned Vehicle (POV) (continued)

TRAVEL TIME TABLE FOR POV TRAVEL

MILES DRIVEN	TRAVEL TIME		MILES DRIVEN	TRAVEL TIME
0 – 400	1 Day		1,801 – 2,150	6 Days
401 – 750	2 Days		2,151 – 2,500	7 Days
751 – 1,100	3 Days		2,501 – 2,850	8 Days
1,101 – 1,450	4 Days		2,851 – 3,200	9 Days
1,451 – 1,800	5 Days		3,201 – 3,500	10 Days

PCS Travel Entitlements (continued)

Travel via Privately Owned Vehicle (POV) (continued)

b) **Mileage Allowance – MALT(Mileage in Lieu of Transportation)**

Mileage Allowance is paid at the rate of $.165 per mile (**effective 01 January 2010**) for the official distance of ordered travel.

c) **Per Diem Allowance – Flat Per Diem**

Flat Per Diem is paid at the rate of $116 (**effective 1 Oct 2009**) per day for each authorized day of travel via POV.

PCS Travel Entitlements (continued)

II. Procure common carrier transportation

If you are taking leave between duty stations and purchase your own transportation whether it be via commercial plane, train or bus your reimbursement is limited to what it would have cost the government to purchase transportation for you for the ordered points of travel.

KEEP ALL AIRLINE, TRAIN OR BUS TICKETS PURCHASED AS THEY WILL BE REQUIRED TO DETERMINE HOW MUCH YOU CAN BE REIMBURSED!

a. **Travel Time** - Only 1 day of travel is authorized for travel via commercial transportation.

b. **Per Diem Allowance** - You are entitled to a partial per diem allowance for your travel time.

PCS Travel Entitlements (continued)

III. Be provided transportation in kind

If you are traveling directly from your current duty or TDY station to your next TDY or permanent duty station **(you are not taking leave en route)** your travel arrangements must be made with the Commercial Travel Office (CTO) at the servicing Personnel Support Detachment (PSD). **This is DOD Policy and is MANDATORY!**

a. Travel Time - Only 1 day of travel is authorized for travel via commercial air travel.

b. Per Diem Allowance - You are entitled to a partial per diem allowance for your travel time.

PCS Travel Entitlements (continued)

- **Mixed Mode Travel**
- **What is mixed mode travel?** Travel using Privately Owned Vehicle (POV) or (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

  Personally-procured commercial transportation;

  Government-procured commercial transportation;

  Government transportation.

  Reimbursement for mixed mode travel is limited to actual expense **not to exceed** the mileage allowance (MALT) and per diem allowance (Flat Per Diem) authorized for the ordered travel distance.

PCS Travel Entitlements (continued)

- **Mixed Mode Travel (continued)**

a. Travel Time

1. Travel time authorized for the total distance traveled by POV is calculated up to the travel time authorized for points of ordered travel.

2. **1 day of travel for any commercial transportation.**

Example:

Sailor is ordered to travel from Naval Station – San Diego, CA to PreComUnit at Bath, ME.

Official distance between Naval Station – San Diego, CA and Bath, ME is 3154 miles.

3154 miles ÷ 350 miles = 9.01 days.

Sailor is authorized maximum of 9 days travel for travel from San Diego, CA to Bath, ME.

PCS Travel Entitlements (continued)

- **Mixed Mode Travel (continued)**

  Sailor drives Privately Owned Vehicle (POV) from San Diego, CA to Oklahoma City, OK, takes leave and purchases a one-way commercial plane ticket from Oklahoma City, OK to Portland, ME for $300.00.

TRAVEL TIME CALCULATION:

1354 miles Distance from San Diego, CA – Oklahoma City, OK

1354 miles ÷ 350 = 3.86

Sailor is authorized 4 Days Travel Time for POV travel from San Diego, CA – Oklahoma City, OK;

Member flies from Oklahoma City, OK – Portland, ME;

Sailor is authorized 1 additional day of travel for travel via Commercial Air;

Sailor is authorized maximum of 5 days travel time based on modes of travel used from San Diego, CA – Portland, ME.

PCS Travel Entitlements (continued)

- **Mixed Mode Travel (continued)**

COST COMPARISON

TRAVEL ENTIRELY VIA POV		**ACTUAL TRAVEL VIA MIXED MODE**	
3154 miles @ $.165 =	$520.41	1354 miles @ $.165 =	$223.41
9 days TT @ $116 =	$1044.00	4 days TT @ $116 =	$464.00
		1 day TT (Commercial Air)	$56.00
		Commercial Plane Ticket	$300.00
Total Entitlement	$1564.41	Total Actual Expense	$1043.41

The sailors' entitlement would be $1043.41, actual travel expenses since it is less that the maximum amount allowed if he/she had driven the entire distance from San Diego, CA – Bath, ME.

If this sailor had been paid advance travel pay, they would have been overpaid $521.00. Just a word of caution if you are intending to travel via mixed mode travel.

POV Travel From The Shipyard To Homeport

ACC 106 Personnel

- **Personnel assigned ACC 106 at the shipyard are authorized to drive their POV to the ships' designated homeport upon receipt of their BUPERS Orders transferring them from the PCU to USS …….**
- They are authorized travel time, mileage allowance (MALT) and Flat Per Diem as well as a one-way commercial plane ticket from the ships' homeport back to the shipyard.
- If they are unable to drive their POV back to the homeport, their POV may be shipped to the homeport at government expense.

POV Travel From The Shipyard To Homeport

ACC 352 Personnel

- The Per Diem, Travel And Allowance Committee ruled in 2001, that sailors who have been ordered via the ships' homeport via BUPERS Orders **ARE NOT** authorized to drive or transport their POV's back to the ships' homeport at government expense.
- Should you decide to drive your POV to the shipyard and fall into this category all expenses incurred will be at your personal expense. You **ARE NOT** authorized any travel time and your change of command will have to authorize leave.

Basic Allowance for Housing (BAH)

References:

- **JFTR Volume 1, Chapter 10**
- **OPNAVINST 7220.12 – Basic Allowance For Housing (BAH) Entitlements**

Basic Allowance for Housing (BAH)

BAH With Dependents

- Generally, a members' BAH is based on Pay Grade & their Permanent Duty Station (PDS). There're a few exceptions:

1. If the member is assigned TDY at or in the vicinity of the New Permanent Duty Station (PDS) location, BAH for the New Permanent Duty Station (PDS) begins on the day of arrival in a TDY status.
2. Sailors reporting from duty stations OUTCONUS who served **accompanied tours**, receive BAH – Transit until they report onboard their New Permanent Duty Station. BAH – Transit is based on pay grade and dependency status.
3. Sailors reporting from duty stations OUTCONUS who served **unaccompanied tours**

   receive BAH based on dependent location until reporting to their New Permanent Duty Station

- **On Ship's Custody Transfer (SCT), BAH rate paid is based on the homeport of the ship.**

Basic Allowance for Housing (BAH) (continued)

BAH BASED ON DEPENDENT'S LOCATION

1. Personnel assigned ACC 106 at the construction site/shipyard may request payment of BAH With Dependents based on dependent's location vice their permanent duty station.

2. After Ship's Custody Transfer (SCT)/Delivery of your ship, sailors' may request payment of BAH based on dependent's location, since you are considered assigned to "Arduous Sea Duty" or if the ship's homeport has been designated as a "Critical Housing Area".

2. Critical Housing Areas (CHA) are revised annually by the Commander Naval Installations (CNI) and announced by a NAVADMIN message.

3. The final approval authority is the commanding officer. **This approval authority cannot be delegated.**

4. The Sailor must request approval via "Special Request Chit" submitted via the chain of command to the commanding officer. Documentation listed in the succeeding paragraphs will be attached with the sailors request. The commanding officer must review a member's request to receive BAH at dependent's location for other than the PDS/homeport. The commanding officer's approval is certifying that he/she has verified the member's eligibility/entitlement and the location of the dependent's residence. In the interest of minimizing opportunities for BAH fraud, the following options are provided to commanding officers to assist with the validation process:

Basic Allowance for Housing (BAH) (continued)

BAH BASED ON DEPENDENT'S LOCATION (continued)

a) The Commanding Officer should request documentation indicating the dependents' residence, such as lease, mortgage, utility bill, etc.

b) The Commanding Officer should request the member provide a copy of his/her Page 2. Members are required to keep their Page 2 current and should be made aware that by signing the Page 2, the member has made an official statement regarding the residence location of dependents. False official statements for the purposes of obtaining BAH entitlements are punishable under the Uniform Code of Military Justice.

c) The Commanding Officer should require the member to sign a Page 13, officially certifying the location where the dependents reside. Again, false official statements for the purposes of obtaining BAH entitlements are punishable under the Uniform Code of Military Justice.

BAH Without Dependents

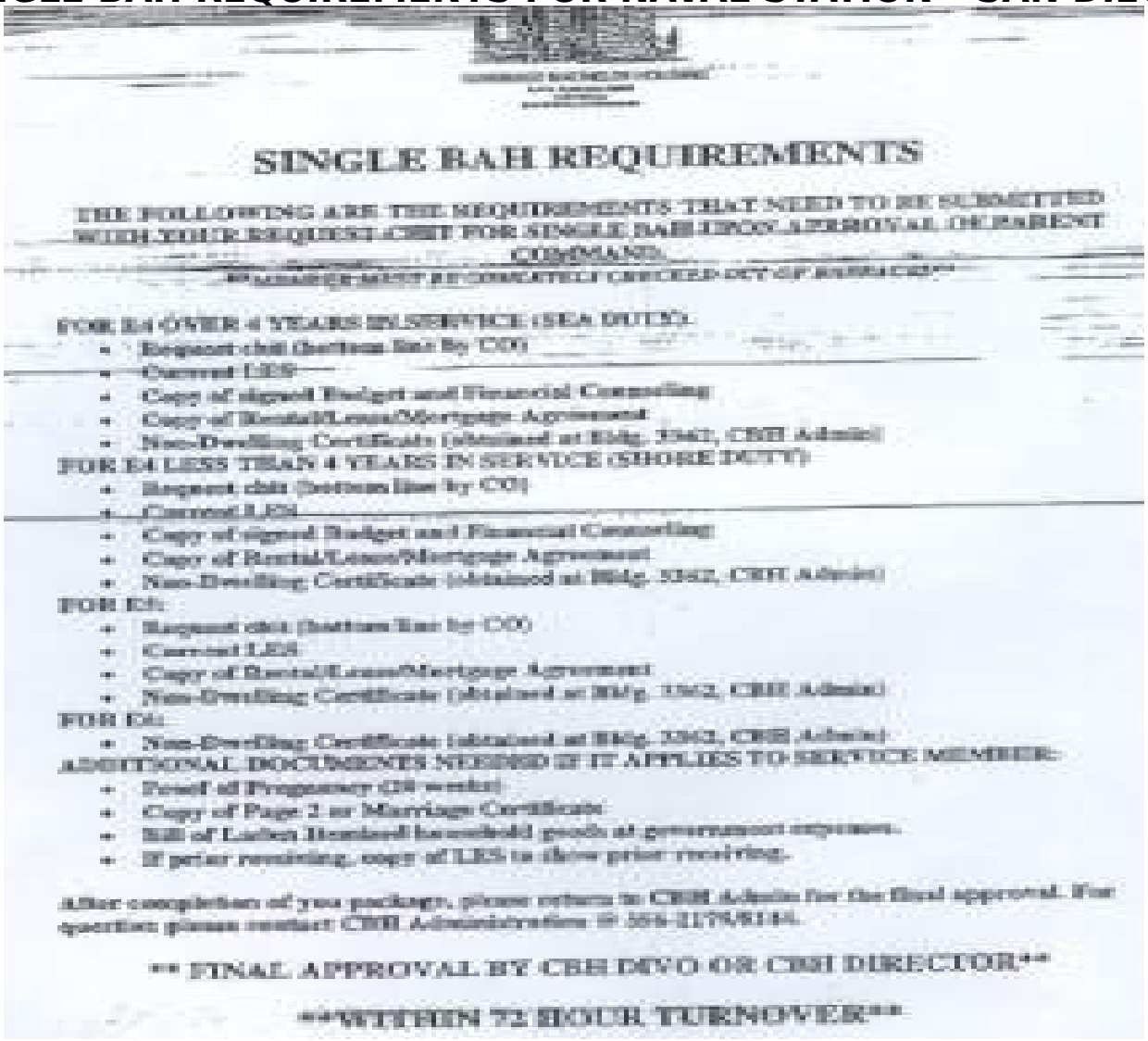
Reference: OPNAVINST 7220.12, Enclosure (2)
JFTR Chapter 10, Part E, Section 1 & 9
JFTR Chapter 10, Table U10E-1, Rule 4
JFTR Chapter 10, Table U10E-12

- Rules/regulations for BAH Without Dependents can be quite complex and no two situations are identical.
- Major qualifying factors for sailors' assigned to **sea duty**:

1. E-6 and above do not require CO's approval.
2. E-5 & E-4 (over 4 years of service) must request approval from the CO of the Naval Station where the ship is homeported.
3. Shipboard E-4 sailors who were previously assigned to shore duty in the same geographical location will continue to receive BAH if continuing to permanently reside ashore.
4. Shipboard E-3 and below sailors, including those claiming dependents solely for the purpose of paying child support, are prohibited by law from receiving BAH.

BAH Without Dependents (continued)

- **SINGLE BAH REQUIREMENTS FOR NAVAL STATION – SAN DIEGO, CA**



SINGLE BAH REQUIREMENTS

THE FOLLOWING ARE THE REQUIREMENTS THAT NEED TO BE SUBMITTED WITH YOUR REQUEST CBIT FOR SINGLE BAH DOCS APPROVAL OR PARENT COMMAND.

FOR E4 OVER 4 YEARS IN SERVICE (SEA DUTY):

- Request chit (bottom line by CO)
- Current LES
- Copy of signed Budget and Financial Counseling
- Copy of Rental/Lease/Mortgage Agreement
- Non-Dwelling Certificate (obtained at Bldg. 3362, CBIT Admin)

FOR E4 LESS THAN 4 YEARS IN SERVICE (SHORE DUTY):

- Request chit (bottom line by CO)
- Current LES
- Copy of signed Budget and Financial Counseling
- Copy of Rental/Lease/Mortgage Agreement
- Non-Dwelling Certificate (obtained at Bldg. 3362, CBIT Admin)

FOR E5:

- Request chit (bottom line by CO)
- Current LES
- Copy of Rental/Lease/Mortgage Agreement
- Non-Dwelling Certificate (obtained at Bldg. 3362, CBIT Admin)

FOR E6:

- Non-Dwelling Certificate (obtained at Bldg. 3362, CBIT Admin)

ADDITIONAL DOCUMENTS NEEDED IF IT APPLIES TO SERVICE MEMBER:

- Proof of Pregnancy (20 weeks)
- Copy of Page 2 or Marriage Certificate
- Bill of Lading/Itemized household goods at government expenses.
- If prior receiving, copy of LES to show prior receiving.

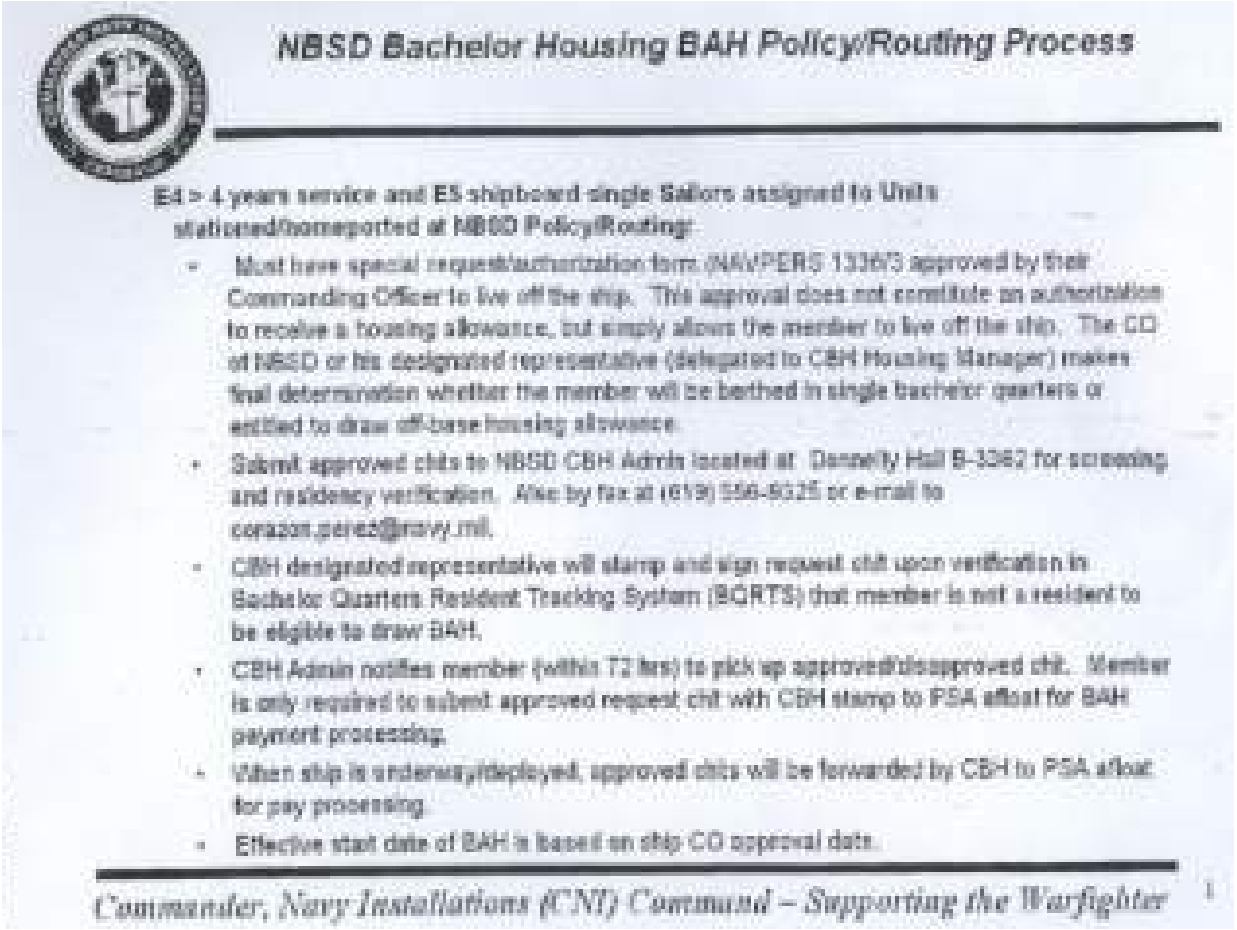
After completion of you package, please return to CBIT Admin for the final approval. For question please contact CBIT Administration @ 556-2179/8184.

** FINAL APPROVAL BY CBIT DEVO OR CBIT DIRECTOR**

WITHIN 72 HOUR TURNOVER

BAH Without Dependents (continued)

- **SINGLE BAH POLICY/ROUTING PROCESS FOR NAVAL STATION – SAN DIEGO, CA**



NBSD Bachelor Housing BAH Policy/Routing Process

E4 > 4 years service and E5 shipboard single Sailors assigned to Units stationed/homeported at NBSD Policy/Routing:

- Must have special request/authorization form (NAVPERS 1336/3) approved by their Commanding Officer to live off the ship. This approval does not constitute an authorization to receive a housing allowance, but simply allows the member to live off the ship. The CO of NBSD or his designated representative (delegated to CBH Housing Manager) makes final determination whether the member will be berthed in single bachelor quarters or entitled to draw off-base housing allowance.
- Submit approved chits to NBSD CBH Admin located at Donnelly Hall B-3362 for screening and residency verification. Also by fax at (619) 556-9325 or e-mail to corazon.perez@navy.mil.
- CBH designated representative will stamp and sign request chit upon verification in Bachelor Quarters Resident Tracking System (BQRTS) that member is not a resident to be eligible to draw BAH.
- CBH Admin notifies member (within 72 hrs) to pick up approved/disapproved chit. Member is only required to submit approved request chit with CBH stamp to PSA afloat for BAH payment processing.
- When ship is underway/deployed, approved chits will be forwarded by CBH to PSA afloat for pay processing.
- Effective start date of BAH is based on ship CO approval date.

Commander, Navy Installations (CNI) Command – Supporting the Warfighter

BAH Without Dependents

There are several different situations affecting a sailors entitlement to BAH (Without Dependents) in a "New Construction" environment.

1. **The Sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE in the same geographical area.**

Reference: **JFTR, Chapter 10, Part E, Section 1, para. U10400**
JFTR , Chapter 10, Table U10E-1, Rule 4
NAVADMIN 026/09
N130C/09U0467 dated 8 Jun 09
(Slides 35 - 40)

2. **The Sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE NOT in the same Geographical Area.**

Reference: JFTR, Chapter 10, Section 9, para. U10416
JFTR, Chapter 10, Table U10E-12
(Slides 41 – 42)

3. **Military to Military (MIL to MIL).**

Reference: OPNAVINST 7220.12, Enclosure (3) (Slide 43)

4. **BAH – Diff Divorced or single member, paying court-ordered child support.**

Reference: OPNAVINST 7220.12, Enclosure (1) (Slide 44)

BAH Without Dependents (continued)

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE in the same Geographical Area. (Close Proximity Move)

Reference: JFTR Chapter 10, Table U10E-1, Rule 4 (Effective 10 DEC 09)

TABLE 10E-1, RULE 4		
If member is	**Then BAH or OHA accrues**	**BAH or OHA does not accrue**
Ordered to report for TDY In Conjunction With the fitting out or conversion of a ship, then permanent duty aboard the same ship when placed in commission.	**If the member is not assigned to Government Quarters at the old PDS or aboard ship (New PDS). Par. U10416 to determine which rate is payable.**	**If the member is assigned to Government Quarters at the old PDS or aboard ship (New PDS).**

BAH Without Dependents (continued)

1. The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE in the same Geographical Area (Close Proximity Move). (cont'd)

- **Sailors' must comply with the provisions of NAVADMIN 026/09 and N130C/09U0467 letter dated 8 June 09.**

  The following is verbatim from NAVADMIN 026/09

- " 2. Service members With or Without Dependents who are reassigned within the Continental United States, maintain an established residence, and still commute daily to their New PDS or homeport, may qualify for BAH based on their previous PDS under the provisions of a close proximity move. To qualify for BAH based on the previous PDS, The following provisions must be met:

  A. Funding for a household goods (HHG) move must not be authorized. The current order writing system automatically assigns HHG funding to a member's orders when the previous PDS and new PDS are more than 30 miles apart. In these cases, members would not be eligible to receive BAH based on the previous PDS. However, these members can request through their detailers to remove that funding line to become eligible for BAH based on the previous PDS. **This removal must be completed prior to the member executing the orders, or no authorization/ approval for BAH based on the previous duty station can be granted.**

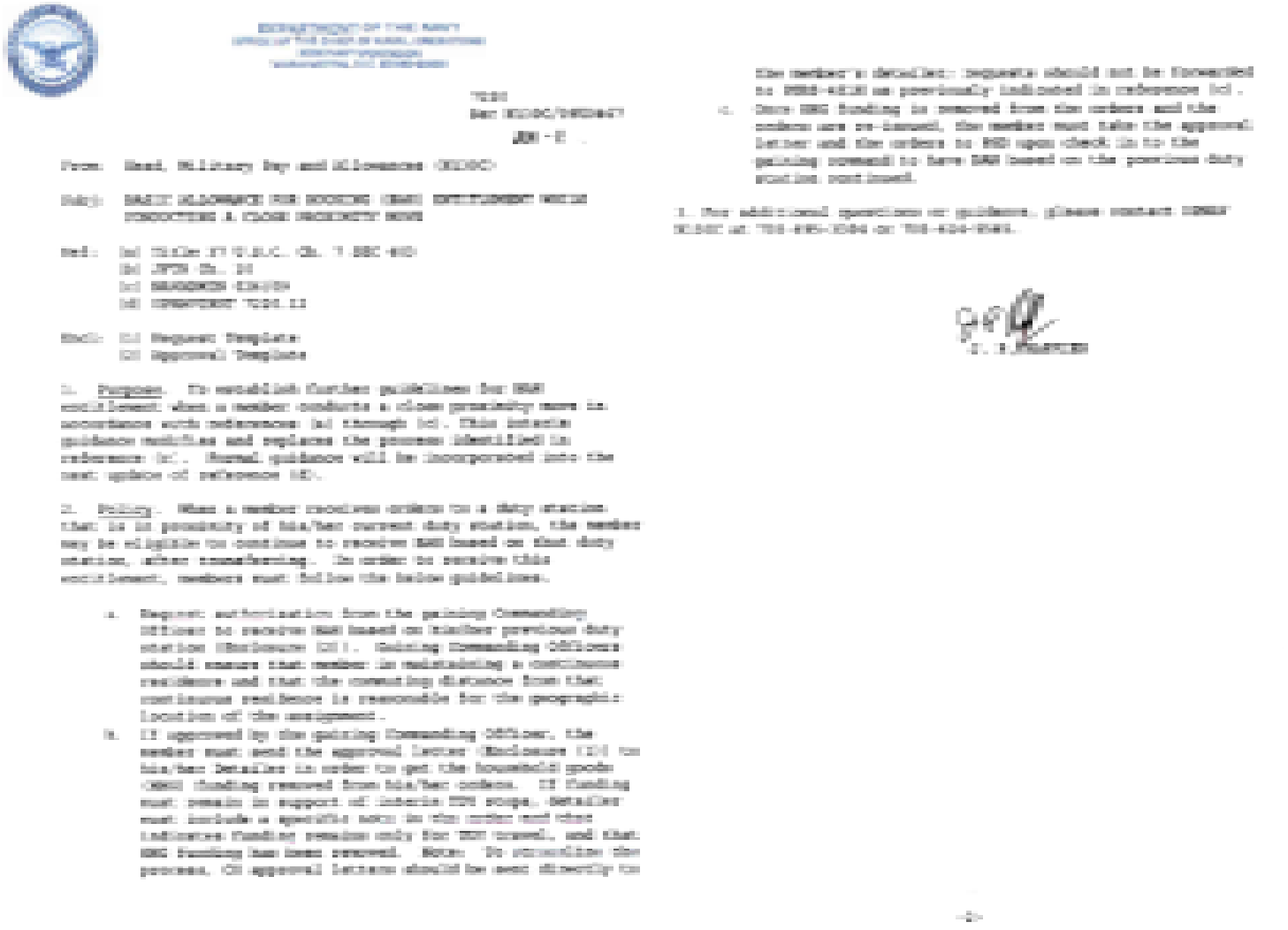
BAH Without Dependents (continued)

1. **The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE in the same Geographical Area (Close Proximity Move). (cont'd)**

B. **The member must maintain a continuous residence. The member must have established a continuous residence at the previous PDS prior to receiving his/her new orders. If the member moves after the issue date of orders, regardless of whether or not the member moved at personal expense, there is no authorization for BAH based on the previous PDS.**

C. The member must commute daily to the new PDS from the same residence. There is no distance established that constitutes a "reasonable commuting distance." The member must simply commute from and to the previously established residence each day to qualify for this PDS-based allowance. However, in the request for this PDS-based allowance, the Commanding Officer of the member's gaining command must verify that the commuting distance is "reasonable" or normal for the geographic location of the command. For example, commuting from Washington DC to Norfolk, VA would not be considered "reasonable" because it is not a normal commute. A note on the request must say, "it is (reasonable/ unreasonable) to say that the member could commute to and from his residence each day."

BAH Without Dependents (continued)



1. Purpose. To establish further guidelines for BAH entitlement when a member conducts a close proximity move in accordance with references (a) through (c). This interim guidance modifies and replaces the process identified in reference (c). Formal guidance will be incorporated into the next update of reference (d).

2. Policy. When a member receives orders for a duty station that is in proximity of his/her current duty station, the member may be eligible to continue to receive BAH based on that duty station, after remembering. In order to receive this entitlement, members must follow the below guidelines.

a. Request authorization from the gaining Commanding Officer to receive BAH based on his/her previous duty station (Enclosure (1)). Gaining Commanding Officers should ensure that member is maintaining a continuous residence and that the commuting distance from that continuous residence is reasonable for the geographic location of the assignment.

b. If approved by the gaining Commanding Officer, the member must send the approval letter (Enclosure (1)) to his/her Detailer in order to get the household goods (HHG) funding removed from his/her orders. If funding must remain in support of interim TDY stops, Detailer must include a specific note in the order such that indicates funding remains only for TDY travel, and that HHG funding has been removed. NOTE: To expedite the process, CO approval letters should be sent directly to the member's detailer; requests should not be forwarded to PERS-4020 as previously indicated in reference (c).

c. Once HHG funding is removed from the orders and the orders are re-issued, the member must take the approval letter and the orders to PSD upon check in to the gaining command to have BAH based on the previous duty station reinstated.

3. For additional questions or guidance, please contact [illegible] at 703-695-[illegible] or 703-604-[illegible].

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BAH Without Dependents (continued)

Sailors' Request Letter to Prospective Commanding Officer

7220
Ser XXX/XXXXXXX

From: Requesting Service Member
To: Gaining Commanding Officer

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) FOR HOUSING BASED ON PREVIOUS PERMANENT DUTY STATION UNDER THE PROVISONS OF A CLOSE PROXIMITY MOVE

Ref: (a) Title 37 U.S.C. Ch. 7 SEC 403
(b) JFTR Ch. 10
(c) NAVADMIN 026/09
(d) Ser N130C/09U0467 dated 8 Jun 09

1. In accordance with references (a) through (d), I am requesting to maintain BAH at my previous Permanent Duty Station (PDS). Upon reporting to your command, I will have maintained a continuous residence in XXXXXXX, XX and intend to continue residing there for the duration of my tour. The commuting distance from my residence to your command is XXX miles and takes approximately XX Hours one way.

2. I fully understand that with your approval of my request, I will have the funding for a household goods (HHG) move removed from my orders and the authorization to move my family at government expense revoked. Additionally, I realize that if I move my residence at my own expense, I will forfeit the right to receive BAH based on my previous PDS and my BAH rate will be reverted to my current duty location.

3. I understand that any obligated service that would have been associated with a funded move still applies, and that I am expected to complete that obligated service.

4. My detailer is XXXXXXX, XXXXXX and can be reached via email at XXXXXXX.XXXXXXX@navy.mil or by phone at XXX-XXX-XXXX.

X.X. XXXXXX

BAH Without Dependents (continued)

- **Prospective Commanding Officer's Approval/Disapproval Let**

7220
Ser XXX/XXXXXXX

From: Gaining Commanding Officer
To: Detailer
Via: Requesting Service Member

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) BASED ON PREVIOUS PERMANENT DUTY STATION UNDER THE PROVISIONS OF A CLOSE PROXIMITY MOVE

Ref: (a) ltr of XX XXX XX
(b) Title 37 U.S.C. Ch. 7 SEC 403
(c) JFTR Ch. 10
(d) NAVADMIN 026/09
(e) Ser N130C/09U0467 ltr dated 8 Jun 09

1. In response to reference (a) and in accordance with references (b) through (e), the requesting service member is authorized to receive BAH based on his/her previous Permanent Duty Station (PDS). Please remove the funding for a household goods (HHG) move from the members orders and re-issue those orders.

2. The member established a residence prior to the date the member's orders were issued, the member will be commuting daily to his/her new PDS, and the commuting distance is reasonable for this geographic location.

3. With the removal of the funding for an HHG move, the member realizes he/she has forfeited the authorization for the government to fund a move. Additionally, the member will forfeit the right to receive BAH based on his/her previous PDS if the member moves his residence at his/her own expense. As indicated in the request, the member acknowledges that any obligated service associated with these orders must still be completed.

BAH Without Dependents (continued)

1. **The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE NOT in the same Geographical Area.**

   Reference: JFTR Chapter 10, para. U10416

   JFTR Chapter 10, Table U10E-12

- **Sailors' who report TDY en route in the vicinity of their New Permanent Duty Station (NPDS) have 1 of 2 options provided they meet all other criteria for sailors being assigned to Sea Duty:**

  a. They may elect BAH Without Dependents and forfeit their entitlement to per diem OR

  b. Receive per diem and BAH – Transit in accordance with JFTR U10416.

- **Sailors' who elect Option B, will not be entitled to BAH Without Dependents for the ships' homeport until Ships' Custody Transfer (SCT)/Delivery at the earliest and MUST PROVIDE A COPY OF THEIR LEASE/RENTAL AGREEMENT/MORTGAGE.**
- **Table U10E-12 will determine the BAH rate paid.**

BAH Without Dependents (continued)

1. **The sailor whose Last Permanent Duty Station (LPDS) and New Permanent Duty Station (NPDS) ARE NOT in the same Geographical Area.**

- If a sailors' Last Permanent Duty Station (LPDS) is OUTCONUS, their entitlement is BAH - Transit for the periods listed above. The rate of BAH - Transit paid is determined by pay grade.

- "New Accessions" are entitled to BAH - Transit for periods of travel time, proceed time and leave between duty stations. The rate of BAH - Transit paid is determined by pay grade. "New Accessions" are entitled to BAH - Transit at TDY points ONLY when issued a Certificate of Non-Availability (CNA).

NOTE : "New Accessions" are defined as a Sailor who is completing initial or advanced training prior to reporting to their first/initial permanent duty station.

BAH Without Dependents (continued)

3. BAH Entitlement for Military Married to Military (MIL TO MIL) With NO Dependents

Reference: **OPNAVINST 7220.12, Enclosure (3)**

Sailors' married to another military member (Mil to Mil) and have no other dependents are considered single for pay entitlement purposes.

- **MIL to MIL couples assigned to sea duty are entitled to BAH (Without Dependents) provided they** meet all the following conditions**:**
  - ✓ Have no other dependents (this includes members who claim dependents solely for the purpose of child support payments);
  - ✓ Share the same household;
  - ✓ Do not live in government quarters; and
  - ✓ Are permanently assigned to a ship or afloat squadron.

NOTE: Members assigned to a ship for deployment rotational purposes only (e.g. shore-based aviation squadrons, LCAC, ACU units, and embarked Marine detachments) do not qualify for the purposes of this entitlement.

BAH–Differential (BAH-DIFF)

4. Single Sailors who claim dependents solely for the purposes of child support payments are classified as BAH – Differential (BAH – DIFF) personnel.

Reference: OPNAVINST 7220.12, Enclosure (1)

- **In order to qualify for BAH – DIFF, the amount of child support a sailor pays must be greater than the difference between the BAH – II (With Dependents) rate and the BAH – II (Without Dependents) for their pay grade.**

- **Effective 1 January 2006, single Sailors paying child support and residing in permanent government quarters are entitled to BAH – DIFF only.**

- **For BAH entitlement purposes, shipboard quarters are considered permanent government quarters.**

Family Separation Allowance (FSA)

Reference: DODFMR Volume 7A, Chapter 27

- **Rate Payable: $250.00 per month**
- **Most Sailors with dependents will be entitled to Family Separation Allowance – Temporary (FSA-T) when TDY for more than 30 days.**
- **A Sailor is NOT entitled to FSA-T under the following conditions:**
  - Legally separated from spouse.
  - Dependent's reside at or near the TDY site for more than 30 days.
  - If Sailor is divorced or paying child support, dependent's must be in the sailors' physical custody.

Family Separation Allowance (FSA) (continued)

- Military Married to Military (MIL to MIL)

1. **Mil – Mil couples are also entitled to FSA when separated by military orders.**

2. **The following conditions apply:**

   a. **Sailors must have resided in the same residence prior to being separated by orders.**

   b. **Both members can not simultaneously be entitled to FSA for the same period. Payment will go the Sailor whose orders resulted in the separation.**

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Reference: DODFMR Volume 7A, Chapter 25
MILPERSMAN 7220-140
MILPERSMAN 7220-160
MILPERSMAN 7220-182

Rates:
Effective 01 January 2009

Officers	**$223.04**
Enlisted	**$323.87 (RATS SEP)**
Enlisted	**$647.74 (BAS II)**

- All Sailors are entitled to Basic Allowance For Subsistence (BAS).
- Officers are entitled to Basic Allowance For Subsistence (BAS) at all times.
- Officers aren't entitled to BAS II.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) (continued)

- **The rate of Basic Allowance For Subsistence (BAS) enlisted sailors are entitled to is determined by several factors:**
  - $ When permission is granted to mess separately (RATS SEP);
  - $ When subsistence in kind is not available, or utilization of a government mess is determined to be impractical (BAS II);
  - $ When assigned duty under emergency conditions where no messing facilities of the United States are available.
- Generally, approval of RATS SEP is the norm for all enlisted sailors.
- **Effective 1 April 2010, CNO N130 has approved the payment of BAS II for sailors' assigned to the Pre-Commissioning Unit –Bath, ME.**
- The payment of BAS II will always be paid a month after the fact until the Navy's Personnel/Pay systems are updated to allow electronic submission. Until this occurs, the PCU Personnel Office submits spreadsheets to DFAS including sailors' names, SSN's and period of entitlements. This information is manually entered into each sailors' pay account and will normally be paid on the 15thpayday (A one time credit of $323.87) after the entitlement has been earned.
- Sailors' will continue to receive payment of RATS SEP in their bi-monthly paydays.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) (continued)

- **Enlisted sailors <u>are not</u> entitled to BAS(II) under the following conditions:**
  - While in a leave status;
  - Hospitalization;
  - Regular or Permissive TDY/TAD (including field duty, sea duty, Essential Unit Messing (EUM) or group travel.
- **At crew move aboard when the ship's galley is operational, all enlisted personnel will be subject to a discounted meal deduction of their Basic Allowance For Subsistence (BAS). This deduction will be reflected on your Leave & Earning Statement (LES).**
- **The current amount effective 1 January 2009 is $9.25/day.**

Ship’s Custody Transfer (SCT)

Reference: OPNAVINST 4700.8H

What is Ship’s Custody Transfer (SCT)?

This is the date, the U.S. Navy accepts custody of the ship from the shipbuilder for contractual purposes.

What happens to entitlements on this date?

- All crewmembers’ who are ACC 352/ACC 106 at the PCU are reported onboard USS……. ACC 100 – For Duty.
- Per Diem - All Per Diem stops. Member is considered to have reported onboard their permanent duty station.
- Career Sea Pay – Career Sea Pay is started for all crewmembers reported to the ship.

Ship’s Custody Transfer (SCT) continued

5. Basic Allowance For Housing – The geographic location BAH is paid for changes to the ships’ homeport, unless member has an approved request chit signed by the Commanding Officer to receive BAH based on dependents’ location.

5. Family Separation Allowance – SHIP (FSA-S):

- All FSA-T has to be stopped effective the day prior to Ships’ Custody Transfer (SCT).
- Sailors who meet all the conditions as previously stated in the earlier slide concerning FSA, will be entitled to FSA-S effective the date they are reported to USS ……., ACC 100 (For Duty).
- One of the primary conditions authorizing payment of FSA-S is that the ship must be away from its’ homeport for 31 consecutive days. Consequently, FSA-S will not be included in your pay check until this condition is met.

FAQ'S About Geographic Bachelor (GOB)/ Return To Homeport (RTH) Travel

Reference: JFTR Volume 1, Para. U7115

1. What is GOB/RTH travel?

- Personnel with dependents and military married to military (MIL to MIL) are authorized travel/ transportation from the construction site to either dependents location (as designated on their Record of Emergency Data – Page 2), OR the ship's homeport.

FAQ'S About Geographic Bachelor (GOB)/ Return To Homeport (RTH) Travel

2. When does this entitlement start?

- **ACC 352 – Your entitlement starts 31 days after you have been reported onboard USS _____ "For Duty" . You are eligible on the 31st day after reporting onboard. You would be eligible to your second trip 60 days later.**

- **ACC 106 – All personnel who were 106 at the PCU, do not lose any trips that they have accumulated to date. If you have moved your family from the construction site, your eligibility starts 31 days after your dependents' have departed from the area.**

3. When does GOB entitlement stop?

- **All GOB travel must be completed and entitlement ends on the day the ship sails from the construction site enroute to the commissioning site/homeport.**

FAQ'S About Geographic Bachelor (GOB)/ Return To Homeport (RTH) Travel

4. **"What is the process to request GOB/Return to Homeport Travel?"**

- Submit an ordinary leave chit or special request chit via the chain of command requesting time off for GOB/Return to Homeport Travel.

  - Once the request has been approved:

    - ✓ Complete and Turn in the GOB/Return to Homeport Travel form **with** the approved request to the Admin Office. They will make the flight reservations with SATO.
    - ✓ Once SATO has made the flight reservations, the itinerary will be emailed to the Admin Office.
    - ✓ Enjoy the trip!

Note: GOB/Return to Homeport Travel Request Forms are located in the bins outside your Admin Office.

FAQ'S About Geographic Bachelor (GOB)/ Return To Homeport (RTH) Travel

5. "What if I want to drive to my dependents location or to the ship's homeport?"

- $ Your reimbursement is limited to either the cost of the round trip ticket **or** mileage at $.50/mile, whichever cost is less.

6. "What if I want to fly my spouse/dependents to the construction site?"

- $ You are authorized to fly your dependents to the construction site provided you have earned the necessary number of trips to cover the number of dependents concerned.

7. Am I entitled to Per Diem while on GOB/Return to Homeport Travel?

- $ No, the only entitlement while on GOB/Return to Homeport Travel is transportation cost only.

FAQ'S About Geographic Bachelor (GOB)/ Return To Homeport (RTH) Travel

8. "Do I have to file a travel claim after returning from GOB/RTH travel?"

- $ The only time you'll have to file a travel claim is if you drove your POV.

NEW CONSTRUCTION TRAVEL & PAY ENTITLEMENTS

The author served over 21 years on active duty serving on several ships and PSD's and retired as a DKCS(SW) in 1996. He is currently the Admin/ Personnel Manager at the Pre-Commissioning Unit in Bath, Maine. In this capacity he has assisted in bringing to the fleet over 20 DDG's built at Bath Iron Works since 1997.

NEW CONSTRUCTION TRAVEL & PAY ENTITLEMENTS

This presentation is a summary of the most common travel & pay entitlements you will encounter when assigned to "New Construction." It isn't meant to be all-encompassing and there are various situations that may not be covered. If you have questions that aren't covered in this presentation, contact one of the individuals listed below:

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